
Middletown
SUPERIOR COURT

Assignment of Family Case Management Conferences

Hon. Julia DiCocco Dewey
1 Court Street
Courtroom 407
9:30 a.m.

****NOTICE****

******PLEASE READ ALL OF THE FOLLOWING INSTRUCTIONS CAREFULLY AS THEY DIFFER FROM CASE MANAGEMENT PROCEDURES IN OTHER JURISDICTIONS******

The cases on this list are scheduled for a Case Management Conference to be held on the dates listed below.

1. All case management agreements **MUST** be signed by counsel AND parties and must be filed at least one week prior to the conference date. ***If the case management agreement is not signed by plaintiff AND defendant AND counsel WITH all required documents (see instructions below regarding required documents), parties AND counsel **MUST** appear in Court on the case management date. Failure to appear may result in dismissal or contempt sanctions.***

2. If the case is fully contested (involves ANY contested issues regarding custody and/or visitation), all parties AND counsel **MUST** appear in court for the conference. The filing of a case management agreement does NOT waive this required appearance.

3. If the case is limited contested (involves contested financial
(Notice Continued on Last Column)

NOTICE (continued from Column 1)

and/or property disputes ONLY), the case management agreement must be filed WITH signed and notarized financial affidavits.

4. If the case is uncontested (no issues in dispute), parties/counsel may select the case management conference date for the final dissolution hearing (see required forms necessary to proceed listed below). To select any other date, that is agreeable to all parties/counsel, for an uncontested dissolution, please select a Wednesday or Thursday at 9:30 a.m., (except for the fourth Wednesday and Thursday of the month, depending on holiday schedules), AND call the clerk's office at (860) 343-6400 for availability on your chosen date.

5. In order to proceed with the final dissolution, parties/counsel must file the following documents (if applicable) as required by the Connecticut Practice Book §§ 17-21, 25-30, 25-57 and 25-58:

- a. Military affidavit (REQUIRED if the defendant has not filed an appearance - the calendar will state "No Appearance");
- b. Affidavit concerning children (REQUIRED if the parties have minor children);
- c. COMPLETED child support guidelines worksheet (REQUIRED even if the parties have agreed on the child support amount);
- d. Current (no earlier than 30 days prior to the final hearing) financial affidavits (REQUIRED whether or not financial orders are requested);
- e. Advisement of rights regarding income withholding;
- f. Wage withholding order;
- g. Completion of parenting education certificate (REQUIRED if there are minor children);
- h. Memorandum regarding post-secondary educational support order (REQUIRED if there are minor children);
- i. Dissolution report form; and
- j. Written agreement of the parties.

To expedite this process, please review your file to insure that you have all such necessary forms PRIOR to appearing before the court. Forms are available in the clerk's office.

6. If the parties have minor children, both parties MUST participate in and COMPLETE a court-approved Parenting Education Program within 60 days of the return date. (See C.G.S. § 46b-69b and the Notice of Automatic Court Orders — Form JD-FM-158). The Parenting Education Program MUST BE COMPLETED PRIOR to the final dissolution hearing. Brochures, a list of service providers and forms are available in the clerk's office.

7. IF ANY PARTY TO THE CASE HAS EVER RECEIVED PUBLIC ASSISTANCE FROM THE STATE OF CONNECTICUT, YOU MUST CALL THE ASSISTANT ATTORNEY GENERAL'S OFFICE AT 860-808-5150 BEFORE PROCEEDING WITH THE FINAL HEARING.

8. On the case management conference date, in addition to the completion of the case management agreement and sworn financial affidavits, cases are subject to referral to the Family Relations Office, court-annexed mediation, special masters pretrial or judicial pretrial or assignment to the limited contested calendar for pretrial and trial. Cases will be screened to determine the appropriateness of appointment of attorneys for the minor child(ren) and/or guardians ad litem for the minor child(ren) including an order for payment of retainer fees from each party or an order to submit to psychological evaluations.

*****FAILURE TO COMPLY WITH THIS ORDER MAY RESULT IN SANCTIONS INCLUDING DISMISSAL OR CONTEMPT ORDERS BEING IMPOSED UPON THE NON-COMPLYING PARTIES*****

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